

## SCHOOL-BASED DECISION MAKING

School: Stopher Elementary

Subject of Policy: Requests for Student Letter(s) of Recommendation

### Policy Statement:

- All requests for student recommendation letters or forms will be submitted to the Stopher Elementary School Office.
- Upon request, Stopher Elementary School will provide parents with an approved Student Letter of Recommendation Request Form. The form will allow parents to request recommendations from multiple Stopher staff members at one time.
- If the school of interest requires a specific form, the parent will supply one copy to Stopher Elementary School.
- In the event a staff member cannot provide the requested recommendation, then he/she will notify the parent within two days. The parent may submit a new Student Letter of Recommendation Request Form for an alternate Stopher staff member.
- The requested staff member(s) will provide the letter of recommendation within five to seven school days. Sealed letters will be sent home via the student backpack unless otherwise indicated by the parent or school of interest.

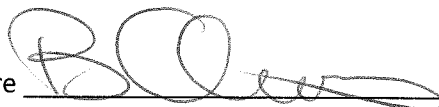
Date of 1<sup>st</sup> Reading: 2/27/14

Date of 2<sup>nd</sup> Reading: 3/20/14

Date Adopted

3-20-14

Signature



# Stopher Elementary School

## Student Letter of Recommendation Request Form

Student Name: \_\_\_\_\_

School of Interest: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_

I would like to request letters of recommendation from the following Stopher staff member(s):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

### Please note:

Submitting this request does not guarantee a letter of recommendation will be provided. In the event a staff member cannot provide the requested recommendation, you will be notified within two days. You may submit a new Student Letter of Recommendation Request Form for an alternate staff member.

The requested letters of recommendation will be provided within five to seven school days. Sealed letters will be sent home via the student backpack unless otherwise indicated by the parent or school of interest.

\*Please attach recommendation form with request form.

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Form Received By: \_\_\_\_\_